



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ARCHIVES & RCRDS REGIONAL ADMINISTRATOR

Job Number: 20001063

Job Code: 50480V151116

Job Group: 5000 - LIBRARIES

Job Established: 08/01/1984

Job Revised: 05/16/2008

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as the administrator of the local records program to local governments within a given region of the state, performing complex professional, administrative and consultative work; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of administrative or management experience, at least two years of which must have been in professional records management, and/or professional archival experience in one or more of the following areas: appraisal, accessioning, description and/or the arrangement of documents.

Substitute EDUCATION for EXPERIENCE:

Graduate study in business, public administration, archival studies, history, or a related field will substitute for the administrative or management experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Professional records management and/or professional archival experience in one of the above areas will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Administers and oversees the public records grants to local governments within a region and reviews grant requests for compliance with program requirements. Administers public records technical assistance programs to local governments. Disseminates technical information relating to the rules, regulations and policies governing the retention and disposition of non current, permanent records and monitors compliance. Accessions, appraises, arranges and describes historical public records and supervises the evaluation and preparation of records to be transferred to the State Archives Center. Serves as consultant to local governments within a region. Attends meetings with local government officials to advise in the planning and scheduling of the disposition of their records. Plans, develops and conducts archival and record management workshops for county, municipal and other local government officials responsible for the retention and/or disposal of public records. Acts as liaison between the department and mayors, county judge executives, area development district executive directors and other local officials in the region. Evaluates and answers inquiries relating to archival and records management procedures and systems. Applies and interprets rules, regulations and policies relating to the retention and disposition of records. Monitors the compliance of local government agencies with Kentucky statutes and administrative regulations affecting the management of public records. Writes professional and administrative reports and assists in development and implementation of policies and procedures.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.